

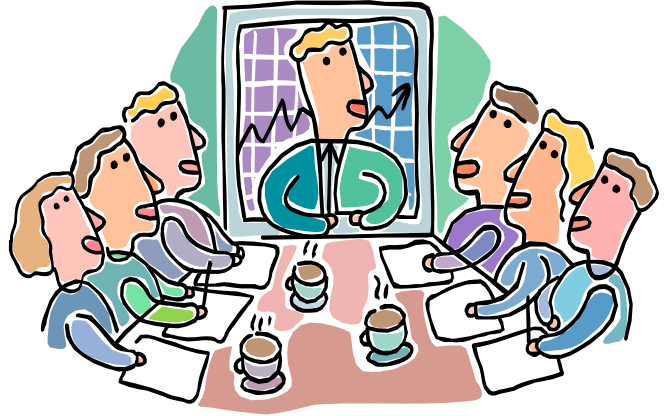
Suggested Best Practices Adult Education Advisory Committees At a Glance

Purposes:

- To provide guidance to Program Director/Coordinator
- To support exemplary, accountable adult education programs within the community
- To facilitate collaboration and partnerships with businesses and community agencies

Role of the Committee Members:

- To establish and maintain contact with persons, groups, and organizations interested in adult education
- To make recommendations to Program Director/Coordinator regarding issues in adult education
- To assist Program Director/Coordinator in providing information to the local board of education/board of trustees regarding the success of the community's adult education program.
- To collaborate with Program Director/Coordinator in making recommendations to local administrative officials regarding the implementation of legislation, rules and guidelines affecting adult education



Membership:

- Adult Education Advisory Committees should be broad-based and representative of:
- the Department of Workforce Services
- higher education,
- Office of Rehabilitation
- prisons and institutions,
- business and industry,
- and community members at large.

Membership Appointments:

- Vacancies may be advertised and nominations may be presented to the local school board/ board of trustees or Superintendent/CEO for approval.
- Terms may be fixed (usually two years) and should be staggered so that roughly an equal number of new and existing members serve at any given time.

Meetings:

- Meetings should be held monthly if possible, but at a minimum quarterly.
- Meetings must be open, agendas should be posted in advance, and the minutes of all meetings must be published and distributed.

Decisions at meetings should be made by a simple majority of members present.